
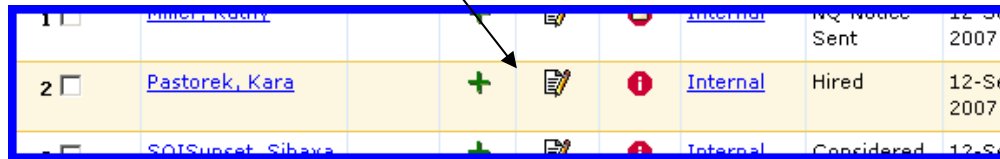






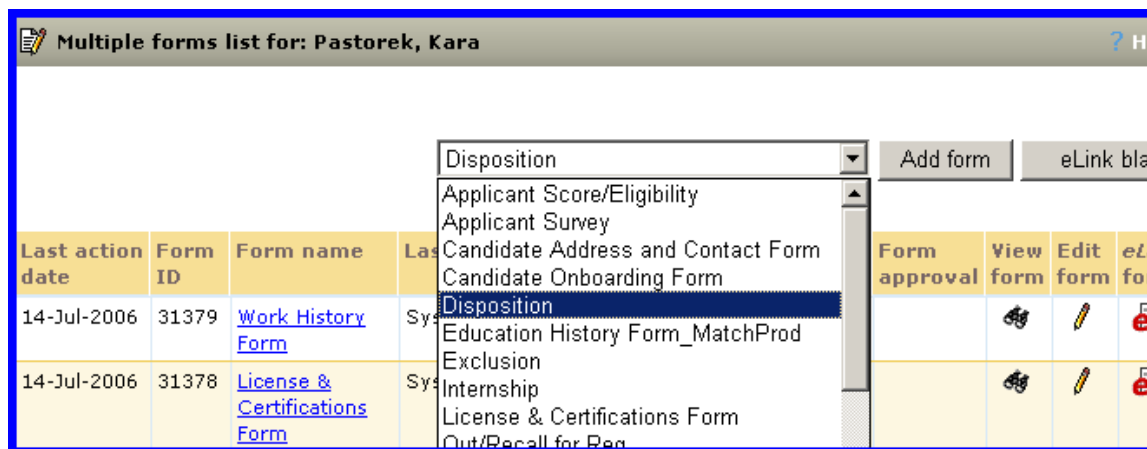
Completing a Disposition Form for a Hire

To complete or revise the Disposition document for the hired applicant(s), click on the forms icon  for the applicant.



1	Pastorek, Kara			Internal	Hired	12-Sep-2007
2	Pastorek, Kara			Internal	Hired	12-Sep-2007
3	SOISupnet, Sibaya			Internal	Considered	12-Sep-2007

You will see a list of all BrassRing forms that the applicant has completed or that have been completed for the applicant. Scan the list of forms to see if a Disposition Form has already been created for this req. If so, edit the form as described below. If not, click on the down arrow next to the list of forms and find the Disposition form. Click on that form and then click on the Add form button.



Multiple forms list for: Pastorek, Kara

Last action date	Form ID	Form name	Last action
14-Jul-2006	31379	Work History Form	System
14-Jul-2006	31378	License & Certifications Form	System

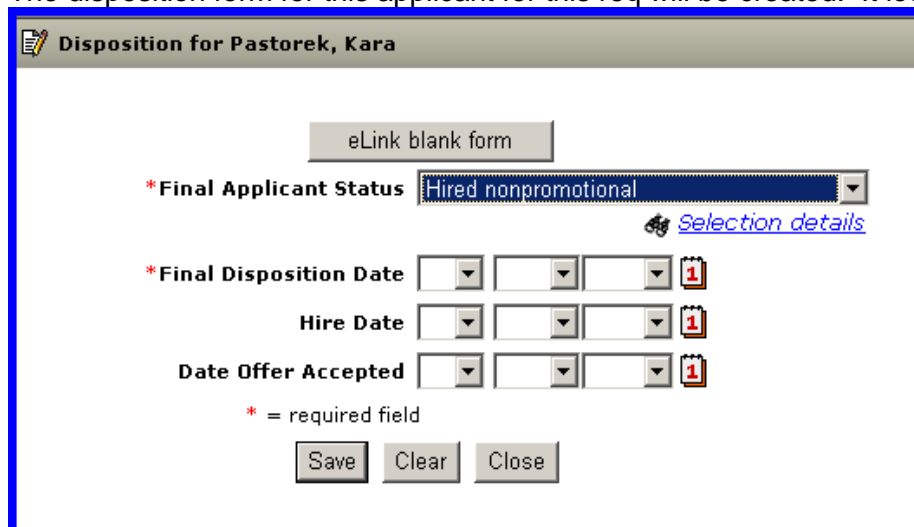
Disposition

Applicant Score/Eligibility
Applicant Survey
Candidate Address and Contact Form
Candidate Onboarding Form
Disposition
Education History Form_MatchProd
Exclusion
Internship
License & Certifications Form
Out/Recall for Reg

Add form eLink bla

Form approval View form Edit form eLink bla


The disposition form for this applicant for this req will be created. It looks like this:





Disposition for Pastorek, Kara

eLink blank form

*Final Applicant Status [Hired nonpromotional](#) [Selection details](#)

*Final Disposition Date 

Hire Date 

Date Offer Accepted 

* = required field

Save Clear Close

Select the correct Final Applicant Status and then enter the following dates:

Final Disposition Date: Date you create the form

Hire Date: The date the new employee begins work

Date Offer Accepted: The date the applicant accepted the job